

# AIR FORCE RECRUITING INFORMATION SUPPORT SYSTEM (AFRISS) FUNCTIONALITY RELEASE NOTICE

# NCS (National Call to Service)

 $\mathbf{BY}$ 

**HQ AFRS/RSID** 

# **Recruiter Activity**

**Purpose:** The principle purpose is to document the understanding of members about their enlistment under the National Call to Service program and document a member's incentive election under this program.

**Note:** Members are enlisted under the NPS program.

#### **Select Individual Lead**

- 1. From the *AFRISS Main Menu*, click < **Recruiting Processes**>.
- 2. Then click **Work Leads/Applicants currently in system** to display the *Select Lead/Applicant Screen*.
- 3. Select "NPS" as the program and "Priority 1" as the filter. List of "NPS" applicants is generated.

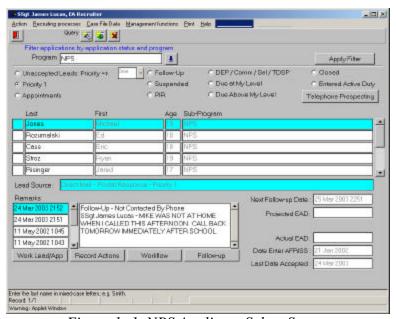


Figure 1-1, NPS Applicant Select Screen

4. Select the applicant being processed under the program, and click on the "Print" menu item at top of form, and select "Forms" from the list of values that displays. The "Forms" printing screen displays.

Note: Applicant information must be complete. Example: missing SSAN will not print the form in it's entirety.

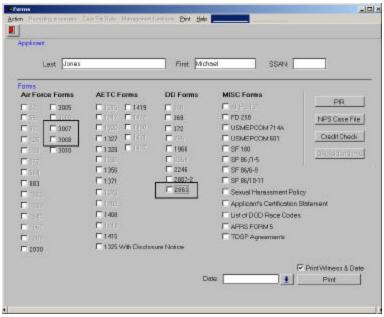


Figure 1-1, Forms Printing Screen

- 5. The NCS reports that the recruiter must complete are indicated in figure 1-2 above. These are Air Force Forms 3007 and 3008, as well as DD Form 2863.
- 6. Select DD Form 2863 and click the "Print" button to print the "National Call to Service (NCS) Election of Options" form. The form requires the signature of the applicant.

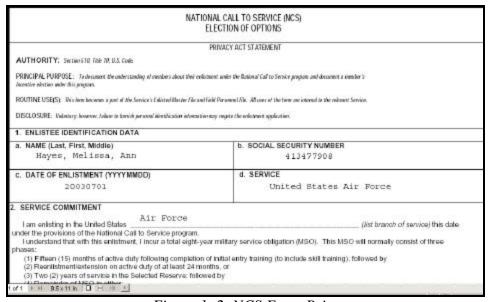


Figure 1-2, NCS Form Print

6. Return to the Forms printing screen and select AF Form 3007 to print. This brings up the AF Form to the screen.

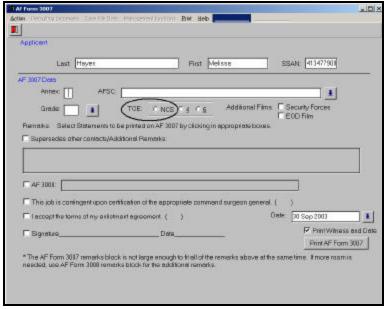


Figure 1-3, AF Form 3007

## Parts of the Screen and steps to follow:

#### AF 3007 Data block

• TOE – the form has been updated to indicate 'NCS', 4 and 6 years. 'NCS' replaces the 2-year indicator.

Note: Each available TOE selection will indicate the differing requirements in the process. For example see figures 1-4 and 1-5 below. The examples are for the same applicant under the "NCS" (figure 1-4) and "6" (figure 1-5).

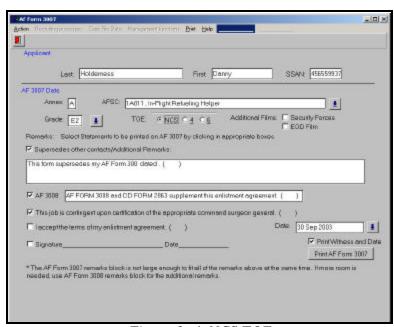


Figure 1-4, NCS TOE

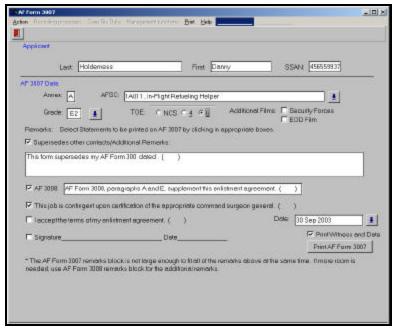


Figure 1-5, 6 Year TOE

7. Print the report to hardcopy for applicant signature.

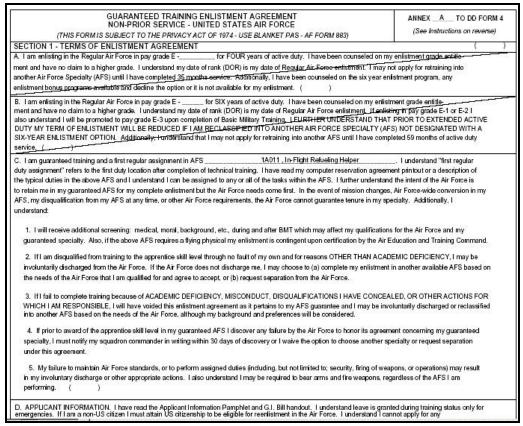


Figure 1-6, NCS – TOE – AF Form 3007

8. Return to the Forms printing screen and select AF Form 3008 to print. This brings up the AF Form to the screen.

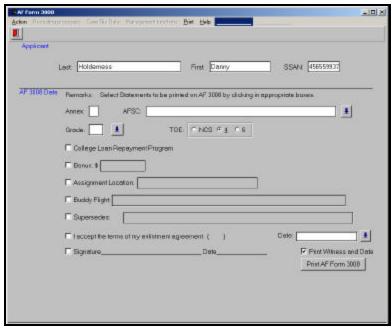


Figure 1-7, AF Form 3008

### Parts of the Screen and steps to follow:

#### AF 3008 Data block

• TOE – the form has been updated to indicate 'NCS', 4 and 6 years. 'NCS' replaces the 2-year indicator. The default value is "4".

Note: Each available TOE selection requires that statements to be printed on AF Form 3008 be selected by clicking in the appropriate check box. Once all data has been provided, click on the "Print AF Form 3008" button for the printing of the form. Print a hardcopy for applicant signatures.

SUPPLEMENT TO ENLISTMENT AGREEMENT - UNITED STATES AIR FORCE (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 883)	ANNEX A TO DD FORM 4 (See Instructions on reverse)
I. ADDITIONAL TERMS OF ENLISTMENT AGREEMENT	( )
A. INITIAL ENLISTMENT BONUS OPTION. I understand that upon completion of technical training and award of the three skill level in my guaranteed Ajr Ecree Specialty I will be authorized payment of an initial enlistment bonus in the amount of \$	
B. 1C231 or 1T231 ENLISTMENT OPTION. Lunderstand that I am entisting with the guaranteed AFS. I further understand that I am entisting with the guaranteed AFS.  I have already been administered the Physical Abilities and Stamina Test (PAST) locally, I will be readministered the test in Basic Milliary Training. Failure to requalify on the PAST will result in loss of my guaranteed AFS through my own fault. I redize that I am a volumeer for Flight Duty, Parachute Duty and Diving Duty. Lunderstand any action, to include self-initiated elimination, which results in my elimination from training may result in discharge from the Air Force. I waive any entitlement I have to remain in the Air Force and be reclassified. This persuanteed and reclassified in the Air Force based on mission requirements and the needs of the Air Force. I further understand that I am guaranteed promotion to SrA (E-4) once I have been awarded the three skill level in my AFS and have completed 24 months time in service.	
C. BUDDY SYSTEM. (Note: All individuals must be of the same sex) I am enlisting with (enter name(s))  D. GUARANTEED ASSIGNMENT. My assignment after training will be to for a minimum of twelve (12) months, providing I continue  to meet Air Force standards and remain qualified in my enlisting skill. This cotion may be voided by a national emergency or by mission changes affecting	
requirements for my enlisting skill at my base or country of choice. ( )	
E. REMARKS.  1A011 AFSC was reserved on	of Regular Air Force  / loan I incurred that was made, insured or
and before I enlist into the Air Force. Enlistment for the CLRP ensures me, provided I meet and maintain the prescribed prerequisites, that the portion or amount of loan (maximum of \$10,000) may be repaid. Repayment will be made only after completion of the Initial Active Duty commitment (Training + 15 months). If fully understand that the most repayment is started. I understand that repayment amounts paid by the government are subject to Federal and State income taxes as taxable income. Except as specifically provided for in implementing regulations, failure to complete the 8-year Military Service Obligation (MSO)will result in discontinuation of any unpaid incentive and/or recoupment of a previously paid incentive.  This form supersedes my AF Form 300 dated . ( )  I accept the terms of my enlistment agreement. ( )	

Figure 1-8, NCS – TOE – AF Form 3008